



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

14 SEP -9 7:30

ADMINISTRATION
PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Office of the Governor
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.
225 copies of Baby's First Smiles DVDs, 600 Brush 'Em books, over 600 age-appropriate toothbrushes for young children of various ages (3 sizes: "finger" brushes, "pretzel" brushes, and toddler brushes).

2. Vendor/Contractor/Service Provider Name:
Same Small Boat Productions, LLC

3. Amount of Request:
\$5,290.00

4. Term of contract (shall not exceed 12 months), if applicable:
From: Oct-14 To: Jun-15

5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

These materials are essential components of a start-up project with a number of State partners invested in improving oral health outcomes for children, including the Hawaii Academy of Pediatric Dentistry, Hawaii Department of Health/Maternal Child Health Branch, John A. Burns School of Medicine Department of Pediatrics, American Academy of Pediatrics - Hawaii Chapter, and the Head Start Collaboration Office. The project involves the delivery of an oral health literacy "training of trainer"s with home visitors who provide educational support to families with at-risk young children, ages birth to three.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

Research shows that Hawaii ranks at the very bottom in terms of early childhood oral health systems in states. These materials will be used to train early childhood home visitors to provide oral health literacy, education, and support to the families they serve, and to encourage those families, in turn, to then share their new knowledge and educational resources with others in their home communities.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The "Hawaii Keiki Smiles Project" was created and funded specifically to fulfill the critical need for oral health literacy for low-income families of young children for whom poor oral health outcomes is all too prevalent. Same Small Boats Production, LLC has a reputable history of partnering with a number of state entities and non-profit groups around this topic, and is the recipient of grant funding specifically for this project. They are uniquely qualified to execute this contract in a qualitative and professional manner.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

No other entity is addressing this need with early childhood home visitors to enhance their capacity to educate the parents with whom they work around oral health literacy. Same Small Boats Production, LLC has executed a number of projects around oral health education and promotion and has produced oral health materials for early childhood providers and families of young children.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Krystle Hara	Office of the Governor	586-0783	krystle.hara@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**

Department Head Signature

9/4/19

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 9/10/2014

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Request is returned with no action required as department has decided to withdraw their request for sole source.

If there are any questions, please contact Stanton Mato at 586-0566, or stanton.d.mato@hawaii.gov.

☐ Approved

☐ Disapproved

☒ No Action Required

for 
Chief Procurement Officer Signature Date 9/15/14